



St Laurence Church Infant School

Staff Code of Conduct

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1. General Principles

All employees in the school are expected to behave professionally. This code of conduct applies to **all** employees in the school. All schools and academies are entitled to demand a level of conduct from employees which is of the highest standard. In the case of teachers, it applies in conjunction with Part B of the Teachers' Standards. Its principles will reflect St Laurence Church Infant School's core values: it sets down the way in which an employee of St Laurence Church Infant School is expected to conduct themselves.

All employees are expected to comply with the law as it applies to their work in the school, particularly in matters such as health and safety, safeguarding of children, and data protection. They are also expected to carry out their duties in accordance with the relevant policies, procedures, rules and guidance adopted by the Governing Board.

2. General Expectations

Application and Intent

Employees will be expected to act in accordance with the Code of Conduct. Any breach of the Code of Conduct may result in disciplinary action.

You are expected to uphold the following principles:

- **Selflessness:** - your decisions must be taken in terms of the values and mission of the School and not in order to gain financial or other material benefits.
- **Integrity:** - you must not place yourself in a situation where your position is compromised.
- **Objectivity:** - all decisions must be made on merit alone.
- **Accountability:** - you must accept accountability for your decisions and actions.
- **Openness:** - you should be as open as possible about all your decisions and actions.
- **Honesty:** - you should declare any private interests relating to your duties and take lawful steps to resolve any conflicts to ensure that public interest is protected.
- **Leadership:** - you must support and promote these principles by example.
- **Conduct:** - you must avoid bringing the School, into disrepute (e.g. by the use of social networks or the internet).
- **Respect:** - you must treat others with respect

Personal Interest

You must not in your official capacity:

- Allow your personal interests to conflict with the School's requirements.
- Use your position improperly to confer an advantage or disadvantage on any person.
- Prevent another person from gaining access to information to which that person is entitled by law.
- Disclose information given to you in confidence, or information acquired which is of a confidential nature, without the consent of a person authorised to give it.

You must:

- Ensure that your relationships with pupils, parents, governors, staff and any other people with whom you may come into contact with in the course of your duties are professional at all times.

Gifts and hospitality

The offer of any gift or hospitality, whether from outside or inside the school, which might be interpreted as an attempt to influence an employee in his or her conduct towards pupils, parents or other employees or influence a decision around provision of a service must be treated with caution. Employees should seek advice if in any doubt. The governing board acknowledges that pupils, parents or fellow-employees often wish to make small gifts (such as sweets) to employees on specific occasions (such as Christmas or at the end of the school year) and sees the spirit of giving as one to be nurtured in children. Any offer of a gift or inducement, whether made at specific occasions or casually, should be declared to the school if the gift is made by, or indirectly by, a person, firm or organisation which, to the knowledge of the employee, has, or seeks to do, business of any kind with the School, which maintains the School or to have an interest in its decisions.

The receipt of minor articles, often by way of trade advertisements, as unsolicited gifts for the school rather than for personal use (e.g. diaries, calendars, office requisites, etc., which are customarily distributed at Christmas and, occasionally, at other times) is acceptable.

Where there is any doubt, employees should seek guidance from the Head Teacher before accepting any gifts or hospitality offered. In relation to his or her own position the Head Teacher should seek guidance from the governing board (or an appropriate committee of the governing board) in a formal meeting. If there is any doubt further advice can be requested from the Local Authority's Internal Audit Office (where the school purchases the Authority's services) or from the relevant auditor retained by the school.

Employees should also take advice before making any gifts to external organisations, or to the employees of such organisations, which either provide services to the school or which are potential providers of such services. They should recognise that gifts could put themselves and/or the employees of those organisations in a difficult or embarrassing position.

Sponsorship

The school is responsible for approving all sponsorship and should ensure that it gives guidance to employees on their involvement with the sponsorship, actual or proposed. Employees approached directly by actual or potential sponsors should refer the proposals to the head teacher for determination by the school.

Where the school or parties to the school, including Birmingham City Council where it applies, sponsors an event or service, such sponsorship must comply with the City Council's financial regulations (which apply to all maintained schools), so that there is no improper benefit to the school or its governors, pupils and employees, including any partner, spouse or relative of any governor, pupil or employee of the school, or any business with which they are associated.

General Confidentiality

Employees must comply with the law on data protection and freedom of information and observe the school's procedures for dealing with personal information about other employees, pupils or members of the public.

You may, in the course of your duties, obtain information which is confidential. You must not:

- Pass on any information received or obtained through your employment to anyone who is not entitled to have that information.
- Use information for personal advantage.

You must:

- Work within the requirements of Data Protection Act 1998 and the Freedom of Information Act 2000.
- Observe the School's procedures for the release of personal information held about other employees or members of the public.
- You must not misuse your position by seeking information which you do not need to know to carry out your duties.

Examples of abuse of confidence would include:

- Ill-considered gossip whether with colleagues or outsiders which may be misconstrued and re-quoted.
- Exploitation of confidential information for personal gain.
- Premature and/or unauthorised disclosure to other parties of policy proposals, with the object of generating adverse publicity e.g. to the press, interest groups.

The school, as data controller in law, is responsible for ensuring that the necessary guidance on the school's procedures for complying with the law, including the eight data protection principles, is made available to, and brought to the attention of, employees, including the arrangements for storing confidential information, whether held on paper or electronically.

Employees may request all the information held about them by schools or other public authorities in accordance with legislation on the Freedom of Information. These Subject Access Requests cover all kinds of records, including e-mails.

Disclosures under the Public Interest Disclosure Act are covered below.

Duty to report

Employees should not conceal any matter which is their duty to report to the school or appropriate public body. This includes their duties in relation to the safeguarding and welfare of children - see https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/354151/Keeping_children_safe_in_education_Information_for_staff.pdf

'Whistle-blowing'

Employees considering making a disclosure under the Public Interest Disclosure Act should ensure that they first inform themselves of the law and of the school's policy on the Act, and take advice. Information on whistle-blowing can be found at [Public Concern at Work](#) and on the Schools HR Portal.

Dealing with School Money

Employees must ensure that public funds are used in a responsible and lawful manner and in compliance with the school's procedures, which in maintained schools must follow the City Council's standing orders and financial regulations, including the Schools Financial Values Standard.

Criminal Charges and Convictions

An employee must notify the head teacher if charged with, or convicted of, any criminal offence, or accepts a formal police caution, and should do so as soon as possible after the charge, caution or conviction. If the head teacher is the subject of the charge he or she must inform the Chair of Governors. Depending on the circumstances failure to inform may result in disciplinary action.

The school acknowledges that a caution is not a criminal conviction, but employees must be aware that cautions have to be declared during Disclosure and Barring checks unless they meet the filtering rules of the Disclosure and Barring Service.

The school acknowledges that an employee charged with an offence is innocent until proved guilty. However, special considerations will apply if the offence is one of those which is on the list of offences relevant to safeguarding (a full list is available on the Disclosure and Barring Service's website) or if an employee is imprisoned on remand pending trial.

Information given to the school will be treated as confidential and stored securely in the same way as other confidential personal information, having regard to the guidance from the Disclosure and Barring Service on the length of time for which particular kinds of information should be stored.

Other Employment

Employees should ensure that any additional employment does not conflict with the capacity to fulfil the employee's contract of employment with the school.

Where you have more than one job, both the School and your other employer(s) are responsible for ensuring that the 48 hour week is complied with. You should therefore ensure that you inform your Head Teacher about any work you undertake for other employer(s). (You may opt to work more than 48 hours per week and should you wish to do so, you will need to complete the form 'Working Time Regulations Opt Out Agreement' under Supporting Documents and submit it to your Head Teacher

You must ensure that School time and equipment are not utilised in connection with any other employment. If in doubt, the best thing to do is to discuss the circumstances with your manager.

Employees undertaking other employment must not use school time or equipment for that purpose without the permission of the Head Teacher.

Employees in any doubt should ask the school for advice.

Intellectual Property and Copyrights

All intellectual property rights, (that is copyright, design rights and the right to patent inventions) relating to anything created or invented by employees in the course of their duties belong automatically to the school. Unless otherwise agreed, employees cannot exploit the rights to any such thing without written permission from the head teacher.

The head teacher may agree to the school collaborating with other schools to create or invent intellectual property to be shared with other schools.

Employees may use and print one copy of items which are the school's intellectual property for their personal and non-commercial use only, provided that all copyright and proprietary notices remain intact. They should not share these items with people or organisations outside the school without the permission of the head teacher and they should be returned to the school on termination of employment.

Publications and Dealing with the Press

Employees must not make comments to the press or other media, including social networking sites, on behalf of the school unless specifically authorised to do so by the head teacher. Where requests for comments are received they must be passed on to the head teacher, who may then wish to seek advice.

Employees should not publish any material which brings the school into disrepute.

Employees may make disclosures of public interest to other appropriate organisations or the press (whistle-blowing) provided that those disclosures meet the legal requirements of the Public Interest Disclosure Act and should take advice from their union or Public Concern at Work before doing so.

If employees wish to publish an article unconnected with the school then the article should not link them to the school.

Equipment and Materials

Employees must not use the equipment and premises of the school or of other places where they work during their contract of employment, for unauthorised purposes. If they are permitted to use equipment, premises or materials for private purposes, the use must not interfere with the work of the school and they must pay any costs incurred, including costs of paper and printing. They may make personal telephone calls if necessary in their own time, paying for the cost of the call if they use a telephone belonging to the school. Permission for use of any facilities will be on the understanding that the use is reasonable.

Union facility time agreements permit the use of telephone with reasonable privacy if available, with payment of outgoing calls, also use of printing and word processing equipment, where available, for union work within the school provided that this does not interfere with the work of the school and subject to payment for the materials used.

Political Restrictions

The legislation on political restrictions specifically exempts head teachers or principals of schools, colleges or other educational establishments maintained by local authorities and also teachers and lecturers in such establishments.

Political, Philosophical or Religious Neutrality

The school will not concern itself with the political, philosophical or religious beliefs of individuals however you must not allow your own political, philosophical or religious beliefs to interfere with the delivery of the curriculum in school.

Employees may not display party political posters, including party political election material, in the school, unless it is part of the curriculum or used as a teaching aid (for example, in a lesson on citizenship).

As this is a Church of England School you are expected to uphold the Christian ethos and values, attend and participate in assemblies and church services.

Equal Opportunities

The school is committed to the promotion and implementation of equal opportunities both internally and externally.

The school aims to ensure that everyone who comes into contact with it is treated equally, and with courtesy and respect, and not in any way disadvantaged by factors which could prevent the implementation of fair policies and operations.

The school will recognise the differences which exist and will seek to understand the needs of people within the groups which are afforded protection or assistance through this policy.

The employer expects all its employees to uphold its Equal Opportunity in Employment Policy, which will be available in the school, and to accept the duty not to discriminate, either in employment practices or in the provision of facilities and services by reference to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. For faith schools, special exemptions under the Equality Act apply.

Employment Matters

If you are involved in making appointments you must:

- Ensure that such appointments are made on the basis of the candidate's ability to do the job.
- Ensure that your personal preferences should not influence judgements made. Declare your interest where you are related to an applicant or have a close personal relationship outside work with him/her. The Chair of Governors should report any declaration of interest to the full governing board.
- Adhere to the statutory guidance in 'Keeping Children Safe in Education' - https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/372753/Keeping_children_safe_in_education.pdf

Discrimination, Harassment, and Victimisation

You must treat all other employees, pupils, parents, and people with whom you come into contact with courtesy and respect, and must not make any remarks or gestures relating to the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation which may cause offence. Any complaint of discrimination, harassment, or victimisation or complaints made on the grounds of any of the protected characteristics listed above, will be taken seriously and will be the subject of a thorough investigation.

Fitness for Work

The school accepts that alcohol is legally and freely available and acknowledges that some illegal substances are also readily obtainable. Employees are expected not to use illegal substances. Employees must ensure that the use of alcohol out of school does not adversely affect their work performance, and that, in accordance with their obligations under health and safety legislation, they take reasonable care

of the health and safety of themselves and other workers whilst at work. The school will not accept employees arriving at work under the influence of alcohol or illicit drugs and whose ability is impaired in any way by reason of the consumption of alcohol or illicit drugs or who consume alcohol in contravention of the school's policy on the consumption of alcohol or take illicit drugs on the school premises. They should also have regard to the expectation that they will not bring the school into disrepute. The school has similar expectations around the use of illegal substances, but employees are reminded that any adverse publicity around such use is more likely to damage the school's reputation than are complaints about the employee's abuse of alcohol.

Employees are expected to follow the school's policy on the consumption of alcohol on the school premises or during working time off the premises.

The governing board recognises that alcoholism and other addictions are illnesses and that employees should be offered appropriate support through the Managing Attendance Procedure. Schools must also consider the effects of legally prescribed drugs or certain types of medication on the performance of employees and deal with these under the Managing Attendance Procedure, undertaking a risk assessment where necessary and taking occupational health or other specialist advice as appropriate.

Employees who are prescribed a type of medication which they have not taken before should make themselves aware of possible side-effects. In accordance with their duty to take reasonable care of their own and their colleagues' health and safety they should advise the school if the medication starts to affect their ability to do their job or travel safely to work, or if there is a likelihood that this will happen. The school should undertake risk assessments and take occupational health or other specialist advice as appropriate.

Health and Safety

Employees have a duty to take reasonable care of themselves and to cooperate with management under the Health and Safety at Work Act 1974. These responsibilities are identified in the school's Health and Safety policy.

Employees are required to act at all times in accordance with this policy and generally to act in such a way to take reasonable care of their own safety and that of others.

Any action which potentially puts at risk the health and/or safety of themselves or others will be viewed seriously and may be investigated under the disciplinary procedure. Employees and other individuals may also face criminal prosecution for breaches of health and safety legislation.

Attendance

Employees' contracts of employment contain the main terms and conditions of their employment with the school.

Employees must follow the school's requirements for reporting absence due to sickness and for helping the school ensure that it has a record of all persons on the premises and of any approved overtime working.

It is expected that employees are available for work during the hours specified in their contract and take an unpaid lunch break.

Smoking

The school is a non-smoking educational establishment. No-one is permitted to smoke anywhere on the site. Smoking in contravention of the above may result in disciplinary action.

Mobile Phones

A code of conduct is promoted with the aim of creating a cooperative workforce, where staff work as a team, have high values and respect each other; thus creating a strong morale and sense of commitment leading to increased productivity. ,

It is therefore ensured that all practitioners:

- have a clear understanding of what constitutes misuse,
- know how to minimise risk,
- avoid putting themselves into compromising situations which could be misinterpreted and lead to possible allegations,
- understand the need for professional boundaries and clear guidance regarding acceptable use,
- are responsible for self-moderation of their own behaviours.
- are aware of the importance of reporting concerns promptly.

It is fully recognised that studies consistently indicate that imposing rigid regulations and/or 'bans' on the actions of others can be counterproductive, leading to a culture of suspicion, uncertainty and secrecy. The imposition of rigorous, inflexible rules is therefore avoided, unless the potential risks of not enforcing them far out-weigh the benefits. An agreement of trust is therefore promoted regarding the carrying and use of mobile phones within the setting environment, which is agreed to by all practitioners.

Personal Mobiles

Employees are not permitted to make/receive calls/texts during work time where children are present (excluding break times). Staff should ensure that mobiles are on silent at all times whilst in classrooms with children and in staffrooms. They should not be left on display. Staff are not permitted to use recording equipment on their mobile phones.

Work Related Mobile Phones

The Breakfast/After School Club has a basic mobile phone with no enhanced features. This phone needs to be on during Breakfast/After School Club.

Dress

There is a general expectation that dress will be appropriate to the nature of the duties and responsibilities of the job and to any health and safety considerations.

The school values and welcomes the ethnic diversity of all its teachers and support staff and therefore dress codes will take account of ethnic and religious dress preferences with sensitivity ensuring that employees are free to observe them, subject to the needs of pupils' education. The school should not impose a dress code requiring all staff to follow a much higher level of modesty than is normally accepted within British society.

Identity Badges

There is a general expectation that all employees issued with identity cards/badges will carry them at all times in school and when they represent the school and have them available for presentation or inspection when required. The school may also expect employees to wear identity badges in order to assist pupils, parents and visitors. This is particularly important if you visit families in their homes.

Disciplinary, capability and grievance procedures

The school has formal procedures for staff discipline, capability and grievances. The head teacher should ensure that these are made available to all employees.

Following Instructions

Employees are expected to follow all reasonable and proper instructions by a person with the authority in school to issue such instructions unless:

- There is a danger to a person's health and safety.

- They are in conflict with British Values as defined in law from time to time.
- There is good reason to believe that the instructions are improper, for example by conflicting with the safeguarding of children, the financial regulations or other aspects of the law.
- It does not comply with school policy and practice.

The headteacher and senior leaders within the school must be able to justify their instructions and decisions in line with their delegations, authority, and school policy and procedures, and be open and respond promptly to questions.

Internet Usage and electronic communications

Internet Users must not on any school system knowingly display, access, use, extract, store, distribute, print, reveal or otherwise process any kind of image, document or other material which is sexually explicit, or contravenes any other aspect of the school's policy on electronic communications (e-safety). This activity would be a violation of the school's policies, particularly those relating to conduct and discrimination, and may lead to disciplinary action.

If access to sexually explicit or other inappropriate material is required for educational purposes, the head teacher must be notified in advance, giving a reason for the access.

Employees should apply the same standards to electronic communications as the school expects from other kinds of communication. They must not post comments, photographs, images or conversations on social networking websites which clearly brings the school into disrepute. Any electronic communications must include the correct use of privacy settings, in order to prevent members including the public, colleagues, parents and pupils seeing any personal information. They must also comply with the law, in particular laws on discrimination, data protection and protecting the health of employees. Employees must also follow any specific policy which the school may have set on the use of social networking websites and telephones, whether mobile or landline, whilst at work. They should be aware that defamatory comments or comments which infringe the Equality Act may be regarded as a disciplinary matter.

Approved by the Governing Board 14 February 2017

Reviewed July 2020

Signed

Date